

Intro Office
23 September 1944

DOCUMENT NO. 5
NO CHANGE IN CLASS. ☐
☒ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 10-2
DATE: 18 JUL 1980 REVIEWER: 018645
INCOMING MATERIAL

CORRESPONDENCE AND FILES

**JCS Declassification/Release Instructions
on File**

1. All incoming material, except JANIS material, will be logged in through the secretariat. The JANIS material will be logged in by the Editorial Section with the cooperation of the responsible editor.

2. Secretariat will route all official correspondence through the Secretary.

OUTGOING MATERIAL

1. All outgoing material will be logged out through the secretariat.

2. All outgoing official correspondence will be prepared for the signature of the Secretary. The dictator's initials will appear on the file copy.

3. All SECRET material will be forwarded by a covering receipt. The receipt and envelope, or package, will be prepared by the dispatcher after a receipt number is assigned by the secretariat.

4. TOP SECRET matter will always be covered by a receipt and forwarded by "Officer - hand only."

5. a. CONFIDENTIAL material will be covered by a receipt when same is sent beyond the limits of Washington, D.C.

b. CONFIDENTIAL material being forwarded to agencies in Washington, D.C., and immediate vicinity will generally not be covered by a receipt unless for reasons of security and accountability of special matter a receipt is deemed necessary. When in doubt, a receipt will be accomplished.

c. In any event, all classified material will be recorded in the register maintained by the Secretariat.

6. In the preparation of receipts, care will be exercised to list only a short title or number thereon in order that the receipt need not be classified.

7. Classification of correspondence will be indicated by the composer.

BOARD FILES

1. The secretariat will be responsible for master files. Anyone requiring material from files will request such material from the secretariat, and properly receipt for same in "Log of Loan Files," to be maintained by secretariat.

REPRODUCTION & DUPLICATING

1. The ONI Photographing, Drafting and Duplicating Section, Room 1069 Navy Building, will accomplish any printing, mimeographing or photostating for the Board. *Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040060-7*
with the job to be reproduced or duplicated.

COURIER SERVICE

1. Classified material only will be handled unless otherwise indicated.
2. In all cases of SECRET and TOP SECRET material, receipts will be used. Envelope will contain return address, consignee's address in full and receipt number. For CONFIDENTIAL matter, a covering receipt will be accomplished when deemed necessary.
3. Special courier service for classified matter (other than daily pick-up) will be utilized in emergency only when the time factor is of prime importance. Otherwise, the classified matter will be registered and sent through the post office.
4. Documents classified TOP SECRET will be transmitted by hand only by authorized officer personnel.

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From: O.S.S. to Board - Call EX-6100, Ext. 2543, for special service.
From: Board to O.S.S. - Call EX-6100, Ext. 2543, for special service.

O.S.S. Courier makes a daily pick-up (classified and ordinary mail) at 2:00 p.m.; however, in an emergency a special messenger will be furnished for classified mail only.

Classified matter will be receipted in the O.S.S. receipt book.

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From: Board to outside agencies - J.C.S. Courier will make a daily pick-up at 3:30 p.m. for classified material only. Delivery will be made next morning. Packages to the printers in Ohio will be delivered by J.C.S. Courier directly to main post office (register window) next to Union Station.

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From: Board to outside agencies - Army Courier Service
Capt. Alexander RE-6700, Ext. 3919
(Officer Courier)
Sgt. Grant RE-6700, Ext. 4766
(Enlisted Courier)

1. J.I.S.P.B. is on Route B.
2. Courier sign will be posted to indicate a pick-up, which is made about three times daily. No special or emergency service by enlisted men is available.
3. For TOP SECRET documents only, call Ext. 3919 and specify "Officer Courier" necessary.